ACS Technologies
Membership PLUS

Installation Instructions

Single User Install

In order to install and operate Membership Plus successfully, your computer system must meet the following minimum requirements.

Single System Requirements

- Windows 98/Me/2000/XP
- CD-ROM or DVD drive
- Pentium III or 500 or greater
- 128 MB or RAM
- 150 MB hard drive space
- 600 x 800 monitor display. 64K color or greater

Installation Instructions

First, start Windows, if it isn't already running. Close any other programs you have open, including screen savers, and disable antivirus programs. This will make the setup process go more smoothly and quickly.

Note: if you intend to use Membership Plus over a network, be sure to read the next section for network install.

Place the CD in your CD drive. The setup program launches automatically. If the setup fails to start after a few moments, follow these instructions.

1. Click the Start button and choose Run.
2. Type X:\autorun.exe in the Run dialog box, where X is your CD-ROM drive letter. Then click OK.

Once started, you will see the Membership Plus 2007 Installation Welcome Screen. This screen provides you the opportunity to install Membership Plus 2007 and Contributions@Home. You can also register your copy of Membership Plus 2007 or click on the name of another software application (i.e., QuickVerse for Windows) to visit our website and learn more.

During the installation, you'll be asked which programs you wish to install. Your choices will vary, depending upon the package you purchased. It is not necessary to install all the programs at once; you can return at any time to install a program.

- Install Membership Plus
- Install Contributions@Home
- Register Membership Plus
- QuickVerse Windows
- QuickVerse Handheld
- Ministry Notebook

After launching the Membership Plus install and accepting the License Agreement terms, proceed with the instructions on screen.

Setup Instructions

When all program files have been installed, you can view a README file that contains troubleshooting or other information not available when the other documentation was completed. (To view the README file at a later time, choose the appropriate icon in the program group where Membership Plus was installed.)

When the setup is complete, it may be necessary to restart your computer for all the changes to your system to take effect. Click OK to restart the computer, or click Cancel if you don't need to use Membership Plus until the next time the computer is started.

Setting up Membership Plus with the configuration indicated allows two or more users to view information in the database at the same time and to update that information in a controlled fashion. Any program that provides the capability to have multiple users updating a database must provide a mechanism to prevent two users from trying to change the same record at the same time. Otherwise, it would be possible for one user's changes to be overwritten by the other user, without either one being aware of the problem.

Network Install

Whether you are a single organization with just a few computers or a large organization with LANs, WANs, and multiple sites, Membership Plus is capable of providing the same powerful functionality throughout your network.

- Membership Plus Deluxe supports any networked PC.
- Network ready and multiple-user support available. (See inside package for Multi-user support fee details.)

Network Server Requirements

- Novell 4.1 or greater OR Windows Server 2000/2003/peer-to-peer with shared drive
- Pentium III 500 or greater
- 128 MB of RAM
- 100MB hard drive space

Using Membership Plus on a Network

Membership Plus allows multiple users to connect to the same database files via a network. For this multi-user capability, you will need to contact Parsons Church Group's Technical Support at 402.333.3075 to be licensed and registered as a network user. To set up Membership Plus for use on a network, the following configuration is suggested.

- A central copy of the database(s) for the entire organization is stored on the network file server.
- Membership Plus is installed on each client PC work station that needs to access the central database(s). **Note:** See Installation Instructions in the Single User Install section above.
- Individual users on client PCs connect to the central database(s) simply by selecting to open it at program startup.

It's very important that the same version of Membership Plus is installed on each computer running the program. The term "same version" refers both to major revisions (all computers running version 2007, not some remaining with version 2005) and minor revisions.

Note: After paying an additional fee, the Membership Plus

license statement allows the program to be installed on as many computers as your multi-user license allows when all are accessing the same database over a network. Your license does not allow multiple installations in any other situation, such as the case where each computer and user maintains a separate database.

Product Registration

If you purchased Membership Plus directly from FindEx.com, Inc., you are automatically a registered customer. If you purchased this product from a retail store, visit us at **Quickverse.com**. We'll make sure you're registered and give you a registration code to enter into your program.

Registration entitles you to the following benefits:

- Notification of program upgrades.
- Announcements of other new products from FindEx.com, Inc.
- Opportunity to purchase Membership Plus Preferred Support. Preferred Support offers you the user a toll free support phone number and unlimited tech support help.

Be sure to contact us with any address changes so that we can keep you current with FindEx.com, Inc. developments.

Using Data from Previous Versions

If you've used a previous version of Membership Plus for member or financial tracking, you've probably invested a lot of time in setting up and maintaining your database. Most likely you'll want to convert that data to the version 2007 format so that you can build on what you've already done instead of spending time reentering a lot of information.

This section provides step-by-step instructions for converting data from any earlier version of the program to Membership Plus 2007. The conversion process applies to individual data sets; each previous version data set must be converted separately.